



# Broadbridge Heath Parish Council

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## ANNUAL GENERAL MEETING OF THE PARISH COUNCIL 12<sup>TH</sup> MAY 2025

Present Were:

Cllr Simon Leighton (SL)  
Cllr Sarah Chandler (SC)  
Cllr Geoff Clark (GC)  
Cllr Jeanne Coker (JC)

Cllr Sam Hazell (SH) Vice-Chair  
Cllr Terry Oliver (TO) Chair  
Cllr Edward McLennan-Murray (EMM)

Clerk: Locum Clerk Louise Shaw

Guests: DCllr J Brookes (JB), One representative from 4 The Youth Club.

Public: One member of the public was present.

XX/25

### **Election of Chair and Vice Chair and Signing of Acceptance of Office**

Cllr TO opened the meeting and asked for nominations for Chair to the Council. Cllr SH nominated Cllr TO. Cllr SC seconded the motion. ***It was UNANIMOULSY agreed that the Council accept and approve Cllr TO as Chair to the Council for the 25/26 Council Year.*** Cllr TO addressed the meeting and thanked the members for their nomination and moved to nominating Vice Chair. Cllr TO nominated Cllr SH and thanked him for his support with council matters over the past twelve months. Cllr SC proposed Cllr SH as Vice Chair to the Council, Cllr EMM seconded the proposal. ***It was UNANIMOULSY agreed that the Council accept and approve Cllr SH as Vice Chair to the Council for the 25/26 Council Year.***

Cllr TO addressed the meeting and asked for the council to ask the Clerk to the Council why they were not present at the meeting. Cllr TO expressed his dissatisfaction. This statement was echoed by all members.

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### **Councillor Resignation**

Cllr TO addressed the meeting and spoke about the resignation of Chung Wing Luk. Cllr TO asked for the Clerk to write and acknowledge his time with council and to thank him for his excellent service the community. **Action: The Clerk**

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### **Apologies and Reason for Absence**

None received for this meeting.

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### **Declarations of Interest and Notifications of changes**

Cllr SH declared an interest on the 16.5 in his capacity as a director to Solomon Seal Management Committee. Cllr TO asked whether the Clerk had sourced external advise about seeking a dispensation, Cllr SH stated that he had asked the Clerk who had stated that they hadn't had the time to give council the response. The Locum Clerk advised for the councillors to all declare an interest. Cllrs TO, SL, GC, EMM and SC declared an interest in all allotments matters, to

enable them to discuss the matters openly.

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### **Public Speaking**

Nothing for this meeting.

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### **Chair's Announcements**

The Chair wished to thank the WI for their contribution to VE Day celebrations and War Memorial and asked for the Clerk to write a formal letter to them and thank them for the superb display on VE Day.

**Action: The Clerk**

XX/25

### **Minutes of the previous Parish Council Meeting**

7.1 The members approved the minutes from the 31<sup>st</sup> March. Cllr EMM proposed approval and adoption of the minutes and Cllr SL seconded the motion. The Members approved the minutes from the 16<sup>th</sup> April. Cllr JC proposed approval and adoption of the minutes and Cllr SH seconded the motion. ***It was UNANIMOUSLY agreed that the Council accept and approve the Minutes and were duly signed by the Chair of the Council.***

7.2 There were no minutes provided for this item. Cllr SH provided an update on the history of this item. The Locum Clerk advised that it would be best to NUL INVOID the minutes. Cllr SH proposed the recommendation Cllr SC seconded the motion. ***It was AGREED that the Council accept and approve to NUL INVOID the minutes from the 15<sup>th</sup> July 2024. One Abstention.***

XX/25

### **Committee Minutes**

8.1 Approved with no changes.

8.2 Approved with no changes.

***It was UNANIMOUSLY agreed that the Council accept and approve the Minutes and were duly signed by the Chair of the Council.***

XX/25

### **County and District Councillors Report**

DCllr JB addressed the meeting and spoke about the noise at the gates at Tesco's access point which goes off multiple times a night. Tesco's have agreed to switch off the gate. Reminder to go to HDC Environmental Health Team and not to use FB or go to the Parish Council. Core hole drilling has started at Lower Broadbridge farm in anticipation of the advancing the new development. DCllr anticipated locals raising this from the Charrington area and stated to please forward to HDC as well as himself. Cllr TO enquired about the formal application process for change of Parish boundary. DCllr JB stated that in relation to Devolution, he was now the Chair to the Governance Committee and stated that a Community Governance review was now in progress and should be completed by end July. HDC may form a new Horsham Town Council, and Parish Councils will be able to formally request a review. DCllr JB to pass the Clerk the information for requesting the review for the June meeting. DCllr JB thanked the Council for the VE Day Celebrations. DCllr JB mentioned that Friday late programmes are to return and there will be a DDay dance party on June 6th. Cllr GC spoke about devolution and asked for HDC views. Working groups are being set up with Leaders of each Political Party and have only just started the process. He went on to state that there were changes to the planning committee which is now a single planning committee, comprising of 15 members and 15 sub members, with the aim to reduce predetermination. There will be a Public meeting on the 20<sup>th</sup> with WSCC. Cllr TO stated that he attended the Vistry meeting for the public consultation on the 'former school site' on 10<sup>th</sup> May. He stated that it was his impression that HDC are pushing the density of development in Broadbridge Heath. He felt that

Broadbridge Heath was becoming the dumping ground for HDC. DCllr JB stated that this site is a suitable site and one that has been allocated within the Local Plan and therefore preferable for speculative development. Currently the district is without a 5 yrs housing land supply. DCllr JB stated that he was sad to learn that there was less than 50% will be affordable housing within Broadbridge Heath of the 89 houses proposed. He stated that there was an establish need for additional housing. Cllr GC stated that once the council see an application they will make their representation.

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#### **Clerk update and Correspondence**

The Clerk had submitted a letter from HLS in the form of a retainer letter for legal services. Which is asking for the council to agree to their terms and conditions. Cllr TO asked if members were happy for him to ask for the Clerk to add this item to the next agenda for the 2<sup>nd</sup> June and to prepare a document to agree nominations for contact information to be sent to HLS. Cllr SH stated there was an email regarding the land transfers, which had stalled awaiting probate for a third party. Cllr SH had asked the clerk to provide a timeframe as the PC might like to explore the possibility of an access license from Vistry but no response received, which was noted by members. Cllr TO addressed the members that there was a response email to his letter, dated 23<sup>rd</sup> April 25 from HDC's Monitoring Officer (MO) which was copied to the Clerk. Cllr TO stated that the MO stated that they did not have the remit on the matters listed within the letter and suggested that the Council might take Legal advise, including that from WSALC. Cllr TO asked for the Clerk to add this to the next agenda for the 2<sup>nd</sup> June for council to make a decision. Cllr SH stated that the Council is being supported by a Locum Clerk for the meeting and asked for the Clerk/Deputy to the Council to provide a written action report on all matters of council when they are not in attendance. Cllr SH also stated that the Clerks to the Council are not present and wanted to enquire whether they had the right to know why. Cllr TO stated that he would like this matter passed to Personal Committee for the committee to make a recommendation for further action. Cllr GC stated that the council would need to be mindful of the crossover of Full Council and Personal Committee. **NOTED.**

#### **Action: The Officers**

XX/25

#### **4 The Youth Update and Contract Renewal**

**11.1** The representative from the Youth Club addressed the members and stated that they use their mobile unit to move around Horsham. They have been present at the Ducky Pond and are getting very good results from the youth attending. They give out free food and refreshments and talk with the youths. Cllr SH addressed the representative and asked about the Monster Park, where anti social behaviour was happening and asked whether they had had feedback from the Parish Council. He confirmed that they hadn't but would welcome it. He stated that they work well with the Police Commission, who tell them where the hotspots are. The Youth Club runs youth clubs every day of the week and have recently taken over Hurst Road Youth Center. The van goes out on site ¾ times a week throughout Horsham. They have 30/40 children/youths within Broadbridge Heath and are supported by 16yrs volunteers. St Johns Hall, mobile youth club. Cllr SH spoke to the representative about the possibility of supplying a bus service to take the youths to Hurst Road, he would take the proposal back to the 4 The Youth Club. Council have asked for them to come back and present a detailed proposal and breakdown of costings and more options for variety. Council stated that there is

a current budget line of £12k. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendations***

**11.2** Cllr SH proposed the contract is rolling and for council to authorise the first quarterly payment for the new contractual year as soon as possible. Cllr SC requested to bring back this item back to council for the 2<sup>nd</sup> June 2025 and for the Officers to formally invite the representatives back. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendations***

**DCllr JB left the meeting at 20.32pm**

**One MOP left the meeting at 20.32pm**

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#### **Review and Adoption of Standing Orders and Financial Regulations**

**12.1** Cllr TO addressed the meeting and suggested that the council employ an independent person to go through all the council's policies in order to streamline the process at council meetings, for members to gain a better understand of the policies. Cllr SH made a comment that the SO's and FR were the NALC templates and that the Clerk had only changed the sections that were needed. Cllr SH proposed the motion to adopt the Standing Orders and Financial Regulations. Cllr SL seconded the motion. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendation.***

**12.2** Cllr SH proposed the motion to adopt the Standing Orders and Financial Regulations. Cllr EMM seconded the motion. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendation.***

XX/25

#### **Scheme of Delegation and Policy Update**

**13.1** Council discussed the current Scheme of Delegation. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendation.***

**13.2** Agreed and Approved to defer. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendation.***

**13.3** Agreed and Approved to defer. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendation.***

**13.4** Agreed and Approved to defer. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendation.***

XX/25

#### **Appointments to Committees, Sub Committees and working Parties**

**14.1** Council concluded that all the committees would stay in place and to stay as they are for the forthcoming year 25/26. All Chairs to stay the same.

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Cllr SH suggested holding a meeting to discuss the structure and a strategic plan for the forthcoming year.

**14.6** Cllr SH stated that this committee was currently dormant and suggested bringing it back. Cllr SH further stated that one MOP had come forward to sit on the working party. Cllr SH, EMM and SC offered to sit on the working party.

**14.7** Council concluded that the working party would stay in place and to stay as they are for the forthcoming year 25/26.

**14.8** The Locum Clerk suggested leaving this working party closed. Cllr SH proposed to close the working party and Cllr SL seconded the proposal but suggested transferring any actions to the Recreation and Environment Committee as and when it was needed.

**14.9** To was agreed to review the Terms of Reference for members had not reviewed before the meeting.

***It was UNANIMOULSY agreed that the Council accept and approve the recommendations.***

XX/25

#### **Council Representatives on Outside Bodies**

**15.1** Members discussed the membership to HALC and concluded that Cllr GC and Cllr TO would remain the councils representatives.

**15.2** Members discussed the membership to WSALC and concluded that Cllr and Cllr would remain the councils representatives.

**15.3** Cllr TO expressed his thanks towards Cllr EMM for his work to date on the Village Centre Management Committee. Cllr EMM is an Elected Trustee to the Committee and therefore is unable to take the seat of the council's representative. Cllr EMM stated that land issue is progressing. All argument are now in one document. Cllr EMM stated that the letter should have been sent to the Clerk for Full Council approval before sending off to the Charity Commission stating the argument of the transfer of land to the Parish Council. Cllr EMM is unsure whether the Clerk had received it, but will now share the letter with full council. Cllr EMM is hoping that the whole process should be confirmed by Mid July and stated that this transfer will benefit for the community. Cllr TO to ask the clerk to add the solicitor's letter for the 2<sup>nd</sup> June meeting for council's input. Cllr EMM to report back to the council in his capacity as Trustee.

**15.4** Members discussed the membership to Parish and Neighborhood Councils Climate Action Network and concluded that Cllr SC and Cllr SL would remain the councils representatives. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendations for council representation on outside bodies.***

XX/25

#### **Recreation Committee**

**16.1** Cllr GC updated the members and stated that the amendments from the last meeting had been done. Cllr GC confirmed that he had spoken with the Deputy Clerk and told her that she could publish them ahead of them being adopted. ***It was UNANIMOULSY agreed that the Council accept and approve the Allotment rules.***

**16.2** Cllr GC updated the members and stated that when the council was looking at Churchill Way Allotments it would be sensible to keep all the allotment rule and regulations the same. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendations.***

**16.3** Cllr GC updated the members and stated that the Council would use the same scheme for plot rents for Churchill Way Allotments as the other allotments. Cllr SH informed the members that he had done a map with the measurements for the sizes. He also suggested that the soil was poor quality and made a suggestion that the council don't charge for rent for the first year. Cllr SC suggested free access for plot holders while the transfer was being completed. Cllr SC. Cllr SH had asked the clerk for an update and stated that he was still

waiting for one. Cllr GC/SH and or the Officers would push solicitor for further updates. ***It was UNANIMOULSY agreed that the Council accept and approve the recommendations.***

**16.4** Cllr SC addressed the members and spoke about the recent tree survey and noted the note quotes. Cllr SH stated that there were some issues with the report and would direct the queries back to the Clerk once the quotes were finalised. ***It was UNANIMOULSY agreed that the Council accept and note the tree survey report.***

**16.5** Cllr SC stated that she had meet with Cllr Lewis Sage from WPC and had drafted a reply to him. Cllr SC stated that the issue with the water at certain times throughout the year was not sewage, but a form of algae. And that it would not be restricted to early spring. Cllr SL suggested the comments should be fed back to Bellway and Solomon Seal Management Committee. It was agreed and suggested not to send the response unless Warnham Parish Council enquired it further and thanked Cllr SC for her input in addressing this matter. Cllr GC addressed the meeting and spoke about the confusion over the email that the Clerk from Warnham Parish Council had sent in November 2024 and that Cllr TO and himself had been copied in too the reply. Cllr EMM stated that his son had seen a young grass snake recently.

***It was AGREED that the Council accept and approve the letter to Warnham Parish Council. There was one abstention.***

**One MOP left the meeting at 21.26pm**

**16.6** Cllr EMM addressed that meeting that the Funfair had been in touch with council to arrange a funfair for July/August. Cllr EMM stated that he happy for the PC to make the final decision on the field. He went on to state that since September 24 the Village Center Management Committee had taken the decision for the PC to treat the field as PC land. Cllrs have asked for the Officers to conduct the relevant Risk Assessments, Insurance and Health Safety reports and bring back to council for the 2<sup>nd</sup> June meeting. Cllr TO confirmed the dates of the funfair 22<sup>nd</sup> July arriving on site, 24/25<sup>th</sup> July opening of funfair for 2 weeks leaving 5<sup>th</sup> August. Cllr EMM suggested contacting Jenna to gather advise on rates and further suggested using the same rate the Village Centre did last year and to take a deposit. Officers to check with VC Junior Football club about their usage during that dates. Members agreed in principle subject to the Officers completing the usual due diligence. Cllr SH proposed the motion and Cllr JC second the motion. There was One abstention. ***It was AGREED that the Council accept and approve the recommendation.***

XX/25

#### **Charrington Way Recreation Ground Project**

Cllr SH stated that he had held a conversation with the Clerk and stated that it can not be uploaded in lots that it is currently in, it would have to been loaded up at the same time. Cllr SH stated that he felt it should come back to council tender it as a whole package and over the summer in one document with a completion date of early-spring 2026. Cllr SH asked for council to formally delegate the work to him to progress it. Cllr SH stated that he had done a lot of the work needed and that it should be a quick process to get the project started. Cllr TO stated that he was unhappy that this project had taken far too long to complete. He further stated that the project started in April 2022 and referred to the minutes of 4<sup>th</sup> April 2022 118/22 Charrington Play Area, which stated the resolution that the project

should have been pursued in 2023 and further stated it was a failure of the officers to deliver the project in a timely manner, which in his view is a loss of play facilities for the local residents. He went on to further state that it will cost the community more in inevitable financial costs as well as loss of equipment and he thinks its public disgrace. Cllr SH stated that he was happy to do a draft the ITT and relevant drawings to bring back to council for the 2<sup>nd</sup> June for approval. Cllr EMM proposed for Cllr SH to project manage the project. ***It was UNANIMOULSY agreed that Cllr SH been given the delegated authority to draft the ITT to bring back to council on the 2<sup>nd</sup> June and for him to project manage once the tender process is complete.***

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#### **Planning Applications**

DC/25/0589 - Council noted that a response had already been sent in and confirmed that there was – No Objections.

DC/25/0555 – Council noted that a response had already been sent in and confirmed that there was – No Objections.

XX/25

#### **AI Motion Request**

Cllr SH stated that he had done a trial back in October 2024 in a Finance Committee Meeting by recording the meeting and having AI type the minutes. The Locum Clerk raised questions over it's use for providing minutes and suggested that it would not be enough to reply on them due to potential errors. The Locum Clerk also stated that she suspected that the Officers already used AI to help draft reports, letters etc. Cllr SH stated that it may be good to use when the Officers are back in attendance. Cllrs stated that the use of AI could benefit Officers. Suggestions were made over which software would be best to use. It was concluded that it would be left to personal preference. Council asked for Officers to prepare a report for July meeting and for officers to trial it prior to the meeting.

**Action: The Clerk**

XX/25

#### **Finance and Establishment Committee**

**20.1** The Clerk had corrected the Cashbook 7 as per the request from the Finance and Establishment Committee due to some irregularities and presented the documents to council. Cllr SH went through the changes and confirmed he was happy to sign and approve. ***It was UNANIMOULSY agreed that the Council agreed and approved Cashbook 7.***

**20.2** Deferred to 2<sup>nd</sup> June – no documents presented.

**20.3** Cllr SH stated that he would not be able to sign the document due to it not being reprinted from the last meeting where he had written over the signature line that there was an error. Cllr SH signed the other documents and will make arrangements to sign a fresh top copy.

**Action: Cllr SH and**

**The Clerk**

**20.4** Noted and approved. ***It was UNANIMOULSY agreed that the Council agreed and approved.***

**20.5** Noted and approved. ***It was UNANIMOULSY agreed that the Council agreed and approved.***

**20.6** Noted and approved. ***It was UNANIMOULSY agreed that the Council agreed and approved.***

**20.7** Deferred as the council had no further information on the item.

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### **Confidential Session**

**The Chair moved the meeting to confidential at 22.17pm. It was UNANIMOULSY agreed that the Council move to confidential.**

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### **Cricket Club Lease Renewal**

Cllr SL stated that he had asked the Clerk for clarification on some questions but had never got a response. Cllr SL stated that he would be happy to talk with the Officers but requested that another Cllr be present. Cllr SH stated that he was certain that the changes had been made but was unsure whether the Officers had sent it back to the Cricket Club and or Council Solicitor. Cllr TO sought delegation for himself and Cllr SL to attend the office to discuss the lease with the Officers in more detail and progress it further. Cllrs SH and SL had been able to get hold of the Land Registry number and now had the boundary lines. Cllr SH stated that he would be happy to redraw the boundary and supply a copy to the Officers to include within the Lease. **It was UNANIMOULSY agreed that the Cllrs TO and SL would attend the office to discuss and progress the Cricket Lease at their earliest convenience.**

**Cllr TO left the meeting at 22.26pm**

**Cllr TO rejoined the meeting at 22.29pm**

XX/25

### **Personnel Committee**

**23.1** It item was deferred until the next meeting on 2<sup>nd</sup> June 2025

**23.2** Council acknowledged the recommendation and agreed to schedule a Personnel Committee meeting and inform the Officers.

**23.3** The Council discussed an update from the Personnel Committee on staffing and associated matters and agreed to ask the Officers to supply the Fit note and to provide a return to work plan for a member of staff. It was also noted that the probation period for the administrative assistant had been completed but not submitted to council for approval. Therefore the Council request sight of the information.

**Action: The Clerk**

**23.4** The Council discussed the recommendation and approved a £5k increase in the budget for HR reserves to allow the appointment of independent investigation from WorkNest. **It was UNANIMOULSY agreed that the Council accept and approve the recommendation for increased expenditure.**

**23.5** The Council discussed the recommendation and approved the contract for the provision of an Employee Assistance Programme provided by WorkNest. **It was UNANIMOULSY agreed that the Council accept and approve the recommendation for approving the contract for EAP supplied by WorkNest.**

XX/25

### **Date of next meetings:**

**24.1** To note the calendar of meeting dates as approved at the December 2024 Parish Council meeting.

**24.2** To note the upcoming meetings:

Annual Parish Meeting – Tuesday 20<sup>th</sup>  
May 6pm

Parish Council meeting – Monday 2<sup>nd</sup>  
June – 7:30pm

Recreation and Environment Committee – Monday 9<sup>th</sup> June –



7:45pm

Finance and Establishment Committee –

Monday 21<sup>st</sup> July – 7:45pm Personnel Committee – To be arranged.

24.3 To note other notable dates:

Tuesday 20<sup>th</sup> May – 4pm-5pm – Parish Council meeting with Highways

Tuesday 20<sup>th</sup> May – 5pm-6pm – Resident's Meeting/Highways update

The members agreed the dates provided for the next meetings and added that not withholding an extraordinary meetings that may be required.

**With no further business to discuss, the Chair called the meeting to a close at 23.35pm**

**Signed..... Dated.....**